

**TRIP RECORD – Site and Food Service Staff\***

Name of Employee:

Date	Odometer Reading: <b>Start</b>	Odometer Reading: <b>Stop</b>	Number of Miles	Itinerary

\_\_\_\_\_  
Signature of Employee

\*Use this form for any staff performing an **operating** task, specifically related to the food service (e.g. site staff, cooks, etc. transporting meals).



**TRIP RECORD – Administrative Staff\***

Name of Employee:

Date	Odometer Reading: Start	Odometer Reading: Stop	Number of Miles	Itinerary

\_\_\_\_\_  
Signature of Employee

\*Use this form for any staff performing an **administrative** task (e.g. monitors, sponsor administrative staff visiting/reviewing sites).

